

**State of Alaska
Department of Health
Division of Senior and Disabilities Services**



**Request for Proposals
Senior In-Home Services
For FY2027 Through FY2029
Grants and Contracts**

NOTICE: Proposals will ONLY be accepted through GEMS. Applicants are responsible for reviewing the [State of Alaska GEMS Welcome Page](#) for details regarding agency registration and availability of technical assistance. Log into GEMS through [myAlaska](#) to begin the application process. Once you are logged into GEMS, guidance and instruction are available in the Documents tab and from the film strip icon. Applicants are responsible for monitoring GEMS or the State Online Public Notices site for any changes or amendments that may be issued regarding this solicitation.

Relay Alaska provides assisted communication services at 711 or 1-800-770-8973 from a TTY phone, and at 1-800-770-8255 from a voice phone.

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PROPOSAL DUE DATE: April 14, 2026, 3:59 PM

DEADLINE FOR WRITTEN INQUIRIES: April 6, 2026, 3:59 PM

PROJECT PERIOD BEGINS: July 1, 2026

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Section 1 Grant Program Information

1.01 Introduction and Program Description

The Department of Health, Division of Senior and Disabilities Services, is requesting proposals from eligible applicants to provide services under the Senior In-Home Services program for the State of Alaska in FY2027 through FY2029. Program Services are authorized under 7 AAC 78 Grant Programs. Additional governing statutes are AS 47.05.010 (17) Duties of the Department; AS 47.65 Service Programs for Older Alaskans and Other Adults. State of Alaska statutes and regulations are accessible at [the Department of Law Document Library](#) or through the contact person identified on the cover page of this Request for Proposals (RFP).

The State of Alaska, DOH, SDS provides funding for Case Management and In-Home services to low-income seniors who experience Alzheimer's Disease or a Related Dementia (ADRD), frailty due to aging, or other cognitive or physically disabling conditions to help them remain in their homes and living independently for as long as possible, forestalling or preventing more costly institutional care.

The Senior In-Home (SIH) services grant program offers individuals 60 years of age or older, who do not meet income or level of care eligibility for State Medicaid or Medicaid Waiver services, are low income and need assistance with activities of daily living (ADLs) and/or instrumental activities of daily living (IADLs), a menu of comparable services to best meet their needs. Services include Chore, Respite, Extended Respite, Personal Care, Case Management, Service Coordination, and Supplemental Services (as further described in Section 1.03 Program Services/Activities). SIH grantees also provide information and assistance as well as outreach and community education to the communities they serve to connect seniors to available community resources.

1.02 Program Goals and Anticipated Outcomes

The proposed project must demonstrate a thorough understanding and support of the grant program goals and outcomes anticipated by the Department.

The anticipated outcomes for this grant program are to:

- ensure program participants remain living in their place of choice;
- increase the number of individuals with Alzheimer's Disease and Related Dementias (ADRD) and other disabling conditions served through Senior In-Home services; and
- increase or maintain client satisfaction with services.

The proposed project and required Logic Model (refer to Section 1.04 for additional information) must demonstrate a thorough understanding and support of the grant program's goal and outcomes anticipated by the Department.

Projects must meet or exceed anticipated minimum outcomes described in this RFP.

1.03 Program Services/Activities

The Senior In-Home (SIH) Services grant program includes a menu of services and activities including chore, respite, extended respite, personal care, case management, service coordination, and supplemental services to support program goals and anticipated outcomes.

Chore

Chore services assist the client in keeping a safe and clean environment to live independently in their own home. Chore services may be provided to assist individuals with activities such as meal preparation, grocery shopping, managing money, using the telephone, laundry, performing light housekeeping, performing heavier housekeeping, yard work, chopping wood, hauling water, sidewalk maintenance or other chore-type tasks as approved by the SDS Program Manager. SIH Chore services mirror Medicaid/Community First Choice Chore services and provision of the services must adhere to current conditions of participation located at [Alaska Department of Health Senior Disabilities Services Resources Conditions of Participation](#).

Allocation of Chore services

- Chore services are available up to a maximum of 25 hours per month per client or household; and
- Chore services may not be provided in a household when an able-bodied adult resides in the home.

Respite and Extended Respite Care

Respite and Extended Respite Care services provide support and relief to families and other caregivers. Respite Care services provide substitute care for adults with declining physical and cognitive functions to allow intermittent or temporary relief or rest to a primary caregiver who is most often a family member. Services may be provided on either a planned or emergency basis in a variety of settings such as in the family or caregiver's home, the Respite worker's home, a licensed assisted living home, residential care facility, hospital, or nursing facility. Extended Respite is the provision of 24-hour care usually out of the home in a licensed facility. SIH Respite and Extended Respite Care services mirror Medicaid/Community First Choice Respite services and provision of the services must adhere to current conditions of participation located at [Alaska Department of Health Senior Disabilities Services Resources Respite Care Services](#).

Allocation of Respite services

- Respite services are available up to a maximum of 40 hours per month; and
- Extended Respite services are available up to a maximum of one week per year of 24-hour care; and
- Extended Respite hours may not be utilized in the same manner as regular Respite hours; and
- The intent of Extended Respite is to provide the caregiver with 24-hour relief; and
- Individuals living in the same home as the recipient may not be employed to provide Respite.

Personal Care

Personal Care is intended to promote the optimum level of independence and functioning of individuals with declining physical and cognitive functions to remain living at home independently. Personal Care provides support related to an individual's activities of daily living (ADLs) such as bathing, dressing, or eating. SIH Personal Care mirror Medicaid/Community First Choice Personal care services and provision of the services must adhere to current conditions of participation located at [Alaska Department of Health Senior Disabilities Services Resources Personal Care](#).

Allocation of Personal Care Services

- Personal Care for Independence services is available up to a maximum of 20 hours per month; and
- Individuals who live independently should be prioritized for services.

Grant funds for personal care services are limited and are intended to provide only short-term or emergency support to assist individuals who are waiting for Medicaid approval, experiencing crisis, or have another temporary

need. Grant funded personal care services are not designed to cover the full cost of ongoing personal care needs. Individuals who require regular or long-term personal care support should apply for Medicaid to ensure more sustainable support than grant funding can provide.

Allowable Service Delivery Models:

In-Home Services can be delivered to the consumer in one of three ways.

Applicants must propose to provide services following one of the following service delivery models:

Agency-Based Care

In agency-based care, the grantee agency is responsible for recruiting, hiring, training, and supervising caregivers, as well as managing schedules, payroll, and service documentation. The agency also monitors service quality regularly and ensures caregivers meet the consumers' assessed needs and required care standards.

Consumer-Directed Care

In consumer-directed care, the consumer selects, trains, and schedules their caregiver, while the agency serves as the fiduciary by handling hiring requirements, payroll, required compliance training, and service documentation. The agency also monitors services regularly to ensure care and program standards are met.

Sub-Contracting

In subcontracting, the grantee agency establishes a formal agreement with a subcontractor agency outlining services, roles, and payment terms, including who will select, train, and schedule caregivers. The grantee agency coordinates introductions, monitors services regularly, pays invoices, and maintains required service documentation.

(For additional information on each service delivery method see attachment)

Case Management

Case Management services are intended to assist persons in gaining access to needed medical, social, educational, other programs and services needed. Through comprehensive assessment of the physical, emotional, cognitive, and social needs, Case Managers develop a network of services, both formal and informal, unique to the specific individual. Case Managers complete Plans of Care acceptable to the client and family and assist the client in obtaining the specified services. While receiving services, Case Managers provide ongoing monitoring of the client's situation to ensure that the Plan of Care meets the individuals' changing needs to remain in their home and community of choice for as long as possible. Case Management services may be short-term or long-term.

The list of items below involved Case Management activities under this grant program:

- Assessing an individual's needs requires the provision of services by formal service providers, family caregivers, and other formal support using SIH Case Management Assessment/Plan of Care form, home safety and falls prevention; and
- Developing a plan of care that identifies a course of action to respond to the assessed needs of the eligible individual using the standardized SDS Plan of Care form or one approved for use by the SIH Program Manager; and
- Client monitoring that includes the scope and frequency of contact to ensure the plan of care is implemented and adequately addresses the recipient's needs (For clients receiving ongoing, longer-term

- case management, at least one contact by phone or face to face per month is expected); and
- Annual review and update of the assessment and plan of care.

Service Coordination

Service Coordination services involve using the SIH Case Management Assessment/Plan of Care form, or one developed by the service provider and approved by SDS, to coordinate Chore, Respite, and Personal Care services which includes evaluating the individual's daily living activities and instrumental activities of daily living, developing a service plan, monthly monitoring to ensure that the service plan is executed and meets the individual's needs, and an annual review to evaluate whether any adjustments to the existing service plan needs to be made.

If the applicant plans to provide in-home services (chore, respite, personal care), they must also provide service coordination.

Supplemental Services

Supplemental Services assist the "low-income" senior in attaining or maintaining a safe and healthy environment to avoid a crisis that would jeopardize their ability to remain independently in their own home.

For the purposes of this RFP, "low income" refers to an individual 60 years of age or older whose income is at or below the Medicaid long term care eligibility for seniors. This limit is currently \$2,523 per month per individual and each additional individual residing in the home is allowed up to \$1,145 per month. Other resources for funding should always be explored before application is made for this service. Supplemental services are not meant to take the place of ADRD mini grants but rather provide a similar mechanism for individuals who do not have ADRD. Individuals who have ADRD must first apply for an ADRD mini grant. Individuals who receive an ADRD mini-grant may not be eligible for Supplemental Services depending upon circumstances, but circumstances but will be considered on a case-by-case basis. This service can be provided as a stand-alone service (it does not need to accompany the other services described in this RFP) and is available to any senior who is eligible under this grant program and who resides within the grantee's service area.

Eligible items and services may include, but are not limited to the following: assistive devices, home safety interventions, personal emergency response alarm systems, minor home modifications; access to medical, dental and vision care; or special health care needs such as personal care assistance for up to two weeks after a hospital discharge (must be approved by the SDS Program Manager and may be approved for up to a maximum of one month depending upon circumstances). Assistance with items or services to avert a crisis that is not covered by another funding source may be allowable (e.g., medical transportation and winter clothing).

Allocation of Supplemental Services

- Approved on a case-by-case basis by the SDS Program Manager on the prescribed form; and
- Limited to \$500 annually per client or household depending upon the request, and
- Provider agencies will purchase services or goods for the client; a voucher system will not be allowed.
- No more than 15% of the grantee's SIH award budget will be allocated to supplemental services.

Services provided under the grant must meet the above stated goal and result in measurable outcomes. Proposals must include the following:

- Description of the activities for each service that the applicant will provide under this program, and the description must support the goals and outcomes as described above; and
- Plan for Services using the attached FY2027 Senior In-Home (SIH) Planned Services and Expenditures form;

and

- Timeline showing the proposed initiation and implementation of services and activities to begin July 1, 2026

Applicant proposals must describe the ways in which the project aligns with program intent. The submitted project proposal will identify agency resources available to the project; describe project activities; and clearly state the project's anticipated goals, outputs, and outcomes.

In support of project planning narratives, the applicant will complete a logic model using the instructions and template attached to this RFP. The logic model will identify resources available to the proposed project; summarize project activities; and clearly state anticipated goals, outputs, and outcomes compliant with program intent.

The applicant must indicate in their proposal which in-home services they will provide as well as which method of service delivery they will employ for each in-home service they propose to provide.

Required Service Delivery Standards:

Applicants agree to comply with the following additional program requirements and service standards.

Case Notes, Service Standards, and Policies and Procedures for Services

1. Case Notes are required for all recipients receiving services. The Case Notes must follow standard Human Services Practice and be sufficient for liability protection and historical tracking; and
2. Current Standards of Practice for Services found within "Conditions of Participation" (COP) located in Standard Practice for Services.

Grantees will be required to submit a copy of their Policy and Procedure Manual for Services upon grant award.

Changes to Approved Grant Project

As per 7AAC 78.260, any changes to the service plan must be submitted in writing to the SDS Program Manager for approval prior to implementation of the change. The SDS Program Manager must be notified immediately whenever it becomes known to the grantee that a key staff position will become vacant. The grantee must submit a copy of the resume for the new hires for positions supported in whole or in part by the grant funds, matching funds, or with grant income earned through this program.

1.04 Program Evaluation Requirements and Reporting

Results Based Budgeting Framework

Results based budgeting provides a framework in which allocated resources support, and are justified by, a set of outputs and expected results. Within this framework, actual performance and achieved outcomes are measured by objective performance measures.

Projects are required to align with program objectives expressing Department priorities and core services. Projects will use performance measures to evaluate progress toward meaningful outcomes, and to initiate data collection and reporting consistent with Department priorities.

The Department Priorities, Core Services, Objectives, and Performance Measures of Effectiveness and Efficiency for this program are:

Department Priorities



- 1 Health & Wellness Across the Life Span

Department Core Services

- 1.2 Provide Quality of Life in a Safe Living Environment for Alaskans

Department Objectives

- 1.2.3 Increase the number of Older Alaskans who live safely in their communities

Effectiveness Measure

- Number of individuals who receive services

Efficiency Measure

- Grant expenditure per individual

In addition to the Effectiveness and Efficiency Performance Measures required by the Department, the Senior In-Home grantees will be responsible for reporting to the Division of Senior and Disabilities Services the additional performance measures specific to the grant program as listed on the Performance Measure Framework, including final fiscal year data to be submitted in the final 4th quarter reports.

The additional Effectiveness Performance Measures for this program are:

- Number of individuals with ADRD served,
- Number of individuals with 2 or more ADLs,
- Number of individuals surveyed for satisfaction, and
- Out of those surveyed 80% or better rated services good to excellent.

The revised Federal Uniform Guidance 2 CFR 200 now requires that the State inform potential sub-recipients via our solicitation and resulting grant awards of all performance measures.

SIH Logic Model

As an attachment to the proposal, the applicant must complete and submit the predesigned Logic Model that includes resources, activities, outputs, outcomes/results, and goals compliant with the grant project and program intent. The applicant must indicate the resources and activities applicable to their proposed project. Utilizing this framework, SDS Program Managers and grantees will use predetermined performance measures to evaluate progress to meet meaningful outcomes and initiate data collection and reporting consistent with Department priorities.

Evaluation Plan

The applicant's proposed Evaluation Plan will incorporate the performance measures of effectiveness and efficiency identified above. Applicants can propose additional performance measures for evaluating the project's progress in achieving results supportive of program goals and outcomes. The applicant's Logic Model/Evaluation Plan must include indicators and data gathering strategies that will be used.

Grant Reporting

Required reporting will include:

1. Quarterly Cumulative Fiscal Reports recording overall grant and match expenditures by budget line; and
2. Program Reports are in the format prescribed by the program including:
 - i. CFR2 (quarterly expenditures by funding source and service on the Expenditures by Services Category); and
 - ii. Biannual Narrative Progress Reports; and
 - iii. Monthly Data entry of service delivery and consumer characteristics into the division's Aging and Disability Data Management System (GetCare); and
 - iv. Annual Performance Measure Framework (includes data from Annual Consumer Survey).
3. Cumulative Detailed Expenditure Report verifying amounts reported in Cumulative Fiscal Reports due at the time of Q2 and Q4.
4. Grantee will be required to submit consumer demographic information and service delivery data for program recipients using GetCare.

1.05 Target Population and Service Area

Applicants must clearly describe the population targeted by the project, including the area or communities that will be served. Proposals will be evaluated for compatibility with the program's intended target population identified in this solicitation. Applicants must clearly describe their ability to provide services in the serve area being solicited in this RFP. In addition, applicants must complete and submit the attached Outreach Plan form to outline how they plan to advertise the grant services being provided in the selected area.

Target Population

The target population for the solicited services are:

1. Person of any age with Alzheimer's Disease or Related Dementias (ADRD),
2. Individuals 60 years of age or older who experience physical or cognitive impairments, or
3. Adults 18 years of age or older with similar disabilities and service needs to older Alaskans when the provision of care to such persons does not diminish services to primary groups of people being served.

Note: All persons under the age of 60 must be approved by the SDS Program Manager prior to being served on the prescribed form.

Meeting eligibility will be determined by the grantee with consultation provided by the SDS Program Manager as needed. Individuals who potentially meet income and level of care eligibility to receive services under the Home Community Based (HCB) Medicaid Waiver program must provide documentation of denial in order to be eligible for In-Home services under this grant. Services are prioritized within the eligibility requirements listed below, taking into consideration the individual's increased need for assistance with Activities of Daily Living (ADL) to remain living independently. In addition, these services are not intended for individuals entering the program requiring serious immediate specialized medical care.

Eligibility for Case Management, Respite, and Personal Care:

- Individuals of any age who have ADRD, or
- Individuals 60 years of age or older who experience physical or cognitive impairments, personal conditions or other characteristics which require the provision of services by formal service providers or family caregivers; and
- Have a need that cannot be met through another program or informal support; and

- Require assistance with at least one ADL and/or IADL: and
- Is ineligible for Medicaid funded Case Management, Respite, Personal Care

Eligibility for Chore services:

- Individuals of any age who have ADRD, or
- Individuals 60 years of age or older who experience physical or cognitive impairments, personal conditions or other characteristics which require the provision of services by formal service providers or family caregivers; and
- Have a need that cannot be met through another program or informal support; and
- Require assistance with at least one ADL, or one of the following Instrumental Activities of Daily Living (IADL): meal preparation, shopping, light housework, or laundry; and
- Does not reside with a willing, able-bodied person; and
- Ineligible for Medicaid funded chore services.

Eligibility for Supplemental services:

- Individuals of any age who have ADRD, or
- Individuals 60 years of age or older who experience physical or cognitive impairments, personal conditions or other characteristics which require the provision of services by formal service providers or family caregivers; and
- At or below the Medicaid long term care income eligibility level; and
- Have a need that cannot be met through another program or informal support; and

Applicants must indicate the number of individuals to be served on Planned Services form. It is expected that services delivered by the successful applicants will be performed within the service area(s) awarded.

Service Areas and Communities: The service areas and communities requested for the services solicited are statewide.

1.06 Program Funding

Funds for this program are expected to total \$3,394,877 per year in State funding, for a total of \$10,184,631 over the three-year grant period (State FY27–FY29).

Match Requirement: The budget must include matching funds equal to 10.00% of the proposed Department funds. Calculate required match with the following formula.

Total Requested Grant Award x Required Match Percentage = Required Match

State grant funds may not be used to match State funds awarded through this grant program.

Eligible sources of matching funds include:

- Local Cash: local sources, including local tax receipts, municipal revenue sharing, cash donations
- Local In-Kind: donated items of value for which the applicant incurs no cost, including volunteer labor and donations of supplies, equipment, space
- Other Sources: government and non-government grant awards, third party receipts, direct receipts such as gaming or sales of goods
- Grant Income: earnings anticipated as a result of this project proposal receiving award, and Medicaid

- reimbursements if award of this grant is required for the applicant to bill Medicaid for awarded services
- Medicaid: includes Medicaid, which is not Grant Income, as well as other third-party receipts)

Proposed Budget: The applicant must submit a budget proposal for the first fiscal year of the project. The proposed budget detail and narrative, (including required match), will support the program's results-based service delivery and staffing requirements stated in this RFP.

The proposed budget will be fully compliant with the limitations described in this RFP, and those detailed in 7 AAC 78.160 (Costs). Regulations are provided under the GEMS Documents tab.

Resources specific to budgeting are also available under the GEMS Documents tab. The Department's Grant Budget Preparation Guidelines provide information and guidance about budget lines, cost detail groupings, and narrative requirements. Grantee User Manual Part I provides detailed instructions for entering a budget proposal in the chapter "Responding to a Solicitation."

Other Agency Funding: Prior to submitting a proposal, applicants are required to list all other agency funding received and applied for. This task must be completed by an Agency Power User in the Other Funding section of the Agency Administration tab. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Indirect Costs: If the proposed budget includes indirect costs, 7 AAC 78.160(p) requires a copy of the agency's current federally approved Indirect Cost Rate Agreement. The agreement is to be uploaded to the Agency Administration Tab. Lapsed agreements can be used if uploaded with the negotiating federal agency's written approval to continue using the rate until a new agreement is negotiated. If an agency has never entered into a federally approved Indirect Cost Rate Agreement or no longer has a federally approved agreement in place, the recently updated Federal Uniform Guidance 2 CFR 200 now allows that agency to budget the 15% De Minimis.

Payment for Services/Grant Income: Awarded grantees will have a Medicaid Provider Number or apply to obtain one and will make reasonable effort to bill all eligible services to Medicaid and any other available sources of payment before seeking grant support for delivery of the proposed services. Department funds are the payer of last resort.

In the applicant's proposed budget, anticipated receipts and expenditures for all grant income must be evident in the detail and narrative. Fiscal reports for awarded income generating projects will include the receipts and expenditure of all grant income.

A sliding fee scale for Chore, Respite, and Personal Care services based on the most current [Federal Poverty Guidelines for Alaska](#), as well as a sliding fee scale policy, and the application or worksheet to evaluate the recipient's income in determining the co-pay will need to be submitted with the application.

Grant Income includes receipts from recipients or their family through the sliding fee scale. Grant income must be reported each quarter.

Section 2 Applicant Qualifications

2.01 Agency Experience

Proposal evaluation will include consideration of the applicant's history of compliance with service and grant requirements, and previous experience in providing the same or similar services. Evaluation may include Department site reviews, program audits, and confirmation of the successful resolution of any findings. This is part

of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

The applicant must describe previous experience providing services the same or similar to those proposed. The description must clearly identify the time period to which services were provided and the target population served.

2.02 Project Staffing

Project staffing must be sufficient to implement the proposed activities to meet program goals and the anticipated outcomes.

The State of Alaska is experiencing a shortage of Direct Service Professionals (DSPs) to provide senior services. Applicants must describe their DSP recruitment and retention strategies to meet planned services.

Resumes, position descriptions and professional credentials for key project personnel must be uploaded as part of the response. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

Personnel requirements can be found in the Provider Conditions of Participation for each service.

2.03 Administrative, Management, and Facility Requirements

The applicant must demonstrate the agency's sustainable fiscal and administrative capacity. Executive, administrative, and financial staff must be qualified, as indicated by the resumes of position holders uploaded as an element of the proposal. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.

1. The applicant must ensure procedures are in place to protect client confidentiality compliant with State and federal standards.
2. The applicant must ensure its most recent financial audit was submitted to the appropriate state office (see Audit Requirements below), and any findings identified have been resolved.

Awarded proposers will be required to submit additional agency information if the agency GEMS record is not current.

Audit Requirements:

Federal Requirements: Agencies spending \$1,000,000 or more total Federal Financial Assistance in the agency fiscal year may be required to comply with conditions of the Single Audit Act of 1984, P.L. 98-502, as amended by the Single Audit Act Amendments of 1996, P.L. 104-156, and as defined in 2 CFR 200.

State Requirements: Agencies spending \$750,000 or more total State Financial Assistance in the agency fiscal year are required to comply with the conditions of 2 AAC 45.010-090. The current regulations may be viewed at the State of Alaska, Department of Law website, [Department of Law Document Library](#), or copies may be obtained from the contact identified on the cover page of the RFP.

Information on State and Federal Single Audit Acts compliance may be obtained from:

State Single Audit Coordinator
Department of Administration
Division of Finance
PO Box 110204

Juneau, AK 99811-0204
Telephone: (907) 465-4666
Fax: (907) 465-2169

Department of Health Program Audit Requirements: All DHSS grantees are subject to the requirements of 7 AAC 78.230. If awarded, agencies which are not required to file State Single Audits under 2 AAC 45.010 must ensure a fiscal audit of the agency operations under the grant program is performed by an independent, licensed, certified public accountant at least once every two years and submitted to:

State of Alaska Department of Health and Social Services
Finance and Management Services
Audit Section
PO Box 110602
Juneau, AK 99811-0602
Telephone: (907) 465-3120

Facility, Service Access, and Safety:

1. The applicant must address potential safety concerns for clients and staff in the management of services proposed in response to this RFP.
2. The applicant should describe client accessibility to services and the way in which that will enhance project success.
3. All applicants for Department grants should have a written plan for emergency response and recovery that provides for potential safety concerns and the safe evacuation of clients and staff. This plan is mandatory for agencies providing residential and/or critical care services as noted in State Grant Assurances.

2.04 Support/Coordination of Services

Applicants must demonstrate the proposed project has the necessary support and coordination for the successful delivery of services. The proposal must address the following:

1. Partnerships and collaborations specific to the proposed project; and
2. Coordination with necessary referring agencies and the role of each described.

Section 3 General Instructions for Proposal Submission

3.01 Eligibility

Applicants must be eligible to apply under 7 AAC 78.030 (Eligible Applicants). Eligible applicants are state agencies; political subdivisions of the state such as cities, organized boroughs, and Regional Educational Attendance Areas; nonprofit organizations and consortia of nonprofits; and Alaska Native entities. As follows, eligibility will be verified by Grants and Contracts.

1. Political subdivisions of the state and Regional Educational Attendance Areas will be verified by State records.
2. Eligible nonprofits are listed in the State's database of registered nonprofit entities or the US Internal Revenue Service's register of tax-exempt organizations. Nonprofit subsidiaries of nonprofit corporations must also provide a letter from the parent organization confirming nonprofit status.
3. Alaska Native entities as defined in 7 AAC 78.950(1) must submit, with the application, a legally binding resolution waiving the entity's sovereign immunity to suit through the duration of the program, identified in

RFP Subsection 3.05. The resolution must be authorized in compliance with the tribe's constitution, either by the tribal council or by majority vote of the tribal membership. The required template is provided at Subsection 4.02, Other Technical Requirements.

Applicant agency GEMS records must contain the agency's current State of Alaska Business License number, and a current governing board roster which includes titles, contact information, and terms of office for each seat. The roster must include emergency contact information outside the applicant agency for one or more officers.

Grants and Contracts will verify neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving grant assistance from any State or federal department or agency. If an agency or its principals are excluded from receiving grant assistance, the proposal may not be considered.

Applicants who have had a contract or grant to help produce this RFP are not eligible to apply and any submitted proposal will not be considered.

3.02 Acceptance of Terms

By submitting a proposal, an applicant accepts all terms and conditions of this RFP including all identified attachments and guidelines, 7 AAC 78, and any other applicable statutes and regulations. Copies of these may be accessed through the contact person identified on the cover page or through the web address(es) identified in this RFP.

If a grant is awarded, this RFP and the applicant's proposal become part of the grant agreement. The applicant will be bound by the provisions contained in the awarded proposal unless the Department agrees that specific parts of the proposal are not part of the agreement.

Proposals and other materials submitted in response to this RFP become the property of the State and may be returned only if the State allows. Proposals are public documents and may be inspected or copied by anyone after grants have been awarded.

3.03 Inquiries

Applicants should immediately review this RFP for defects and questionable or confusing content. Questions that can be answered by directing the applicant to a specific section in the RFP may be answered verbally by the contact person identified on the RFP cover page. Questions that cannot be answered by directing an applicant to a specific section of the RFP may be declared substantive. The applicant will be directed to submit the question in writing to the contact person at the email address on the cover page no later than the Deadline for Written Inquiries, also identified on the cover page. This will allow issuance of any necessary amendments and/or clarifications to all prospective applicants.

Applicants are responsible for monitoring GEMS or the State's Online Public Notices website ([Online Public Notices](#)) for any clarifications or amendments that may be issued regarding this solicitation.

Proposals will not be accepted after 3:59 PM prevailing local time on the due date identified on the cover page.

3.04 Proposal Costs and Content

The Department will not be responsible for any expenses incurred by the applicant prior to the authorized grant performance period. All costs of responding to this RFP are the responsibility of the applicant.

The applicant is responsible for the content of the proposal.

3.05 Duration

This RFP is for a three-year period, beginning 7/1/2026 through 6/30/2029. At the discretion of the Department, a project funded under this RFP may be considered for continued funding in subsequent program year(s). The annual decision to continue funding for the subsequent year(s) of the three-year grant cycle is based on the following general conditions:

1. the Department's judgment that there is a continued need for the grant project service;
2. the grantee's satisfactory performance during the previous grant year;
3. the availability of sufficient grant program funds, and whether continuation of the financing is consistent with public health and welfare; and
4. the ability of the grantee and the Department to agree on any adjustments in payments or service.

Applicants will submit a budget proposal for year one of the grant only. Funding in each subsequent year will require submission and approval of documents needed to update service plans, evaluation measures, and budgets. Grants and Contracts will notify grantees of specific submission requirements necessary to qualify for consideration of continued funding.

This RFP is for fiscal year FY2027, 7/1/2026 through 6/30/2029.

3.06 Proposal Review

Following the deadline for receipt of proposals, no revisions will be accepted unless provided in response to a request from the contact person named in this RFP. Proposals will be reviewed as follows:

1. Proposals will be evaluated in a manner that will avoid disclosure of contents before notices of grant award have been issued.
2. Department of Health staff will evaluate each proposal for minimum responsiveness and other technical requirements and eliminate non-responsive proposals from consideration.
3. Using the criteria set out in this RFP and 7 AAC 78.100 (Criteria for Review of Proposals), Department staff will evaluate each responsive proposal. **Scores for each criterion will be based solely on the response to the associated question. Points will not be earned if the information was provided in response to another question in Section 4.** Department staff will also review relevant departmental documentation regarding the applicant. Staff recommendations regarding awards and levels of funding will include consideration of the following:
 - i. a history of the applicant's compliance with grant requirements, to include records of program performance, on-site program reviews, and prior year audits;
 - ii. priorities in applicable State health and social services plans;
 - iii. requirements of applicable State and federal statutes; and
 - iv. municipal ordinances or regulations applicable to the grant program.

If there are multiple responsive proposals for which there is insufficient money to fully fund, or supplementary expertise is deemed necessary to review proposed services, the Department may appoint a Proposal Evaluation

Committee (PEC) as an additional advisory body. PEC members will initially evaluate proposals, independently of other committee members. As a committee the PEC will meet in a **closed session** (7 AAC 78.090 Review of Proposals) to further review proposals and develop recommendations. Scores will be assigned based on the applicant's response to each individual question and the associated criteria. **Applicants will not earn points for a given question based on a response to another question in the RFP.** The PEC review will include discussion of each proposal's merits. PEC recommendations will rank proposals in priority order and include approval or disapproval for award, modifications to the proposed project, and special compliance conditions.

All staff advisory recommendations and, if applicable, those of the PEC, and all review materials will be submitted for consideration by the Division Director, who will make recommendations to the Commissioner of the Department of Health or the Commissioner's designee.

3.07 Final Decision Authority

Recommendations are advisory only, including those from any PEC that may be held. The final decision to approve or disapprove award, the amount of each award, and whether to impose special conditions or modifications rests with the Commissioner or Commissioner's designee.

NOTE: The final decision may include additional considerations, such as a lack or duplication of services in certain locations, or alternative services that may be available; a critical need for services by vulnerable populations; and matters of health, life and safety. The Department has the responsibility to ensure public monies are utilized in a manner that protects the interests of the people of the State and retains the right to make final awards that ensure responsible distribution of grant funds.

3.08 Notification of Grant Award and Appeals

Within fifteen (15) days after the decision regarding grant awards, applicants will be notified of the final funding decisions, and, if awarded, any conditions of award or modifications. Following any necessary negotiations for revisions to the proposed budget and scope of services, successful applicants will be issued a grant agreement. This formal agreement will contain specific performance and reporting requirements consistent with Department policy and procedure and 7 AAC 78.

Per 7 AAC 78.305 (Request for Appeal), an applicant may appeal a final grant award decision. Requests for hearing must be addressed to the Commissioner and received in writing at the address below within 15 days after the applicant receives notification of the decision. The request must contain the reasons for the appeal and must cite the law, regulation, or terms of the grant upon which the appeal is based.

With a copy to the contact identified on the solicitation cover page, send appeal to:

Heidi Hedberg, Commissioner
Department of Health
3601 C Street, Suite 902
Anchorage, Alaska 99503-5923

3.09 Cancellation of the RFP/Termination of Award

Contingent upon funding appropriations and the Governor's approval, the Department may fund proposals from

eligible applicants. The Department may withdraw this RFP at any time and reserves the right to refrain from making an award when such action is deemed to be in the best interest of the State. Funds awarded for a grant as a result of this RFP may be withheld and the grant terminated by written notice from the State to the grantee at any time for violation by the grantee of any terms or conditions of the grant award, or when such action is deemed to be in the best interest of the State.

Section 4 Submission Requirements/Evaluation Criteria

4.01 Minimum Responsiveness Criterion per 78.100(2)(A)

Proposals that fail to meet the minimum responsiveness requirements below will be eliminated from consideration per 7 AAC 78.090(b)(2).

1 Applicant is eligible per 7 AAC 78.030.

Evaluation/Review Criteria		Review	Points
a	Applicant is eligible per Alaska Administrative Code 7 AAC 78.030 .	<input checked="" type="checkbox"/>	

4.02 Other Technical Requirements per 7 AAC 78.060, 78.090(b) and 78.100

Response & Organizational Documentation

1 If applying as a non-profit organization, confirm non-profit status is documented.

Evaluation/Review Criteria		Review	Points
a	The agency is listed as a non-profit in good standing on the State's corporation database, confirmed at State Corporation Database and/or	<input checked="" type="checkbox"/>	
b	The agency's current 501(c)(3) status is confirmed on the Exempt Organizations page, accessible at IRS Tax Exempt Organization Search .	<input checked="" type="checkbox"/>	
c	If a non-profit subsidiary of a non-profit corporation, a verifying letter from the parent non-profit agency is uploaded to the applicant's agency GEMS record (under General in the Agency Administration tab). The parent corporation must meet criteria a and/or b.	<input checked="" type="checkbox"/>	

2 If applying as a Federally recognized tribal entity, upload the signed Resolution for Tribal Entities using the template provided below. Confirm the following criteria are met.

Evaluation/Review Criteria		Review	Points
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	<p>a The applicant is a recognized Alaska Native entity as verified by the Federal Register at Federal Register. If a tribal consortium, all members are recognized Alaska Native entities.</p>	<input checked="" type="checkbox"/>	
	<p>b A Resolution, completed on the provided form, is uploaded in the space provided. If a tribal consortium, a Resolution from each member tribe is uploaded as a single file.</p>	<input checked="" type="checkbox"/>	

3 If applying as a government entity, confirm the following criterion is met.

Evaluation/Review Criteria	Review	Points
<p>a The applicant is another State Agency, such as the University; a political subdivision such as a city or municipality, verified at Local Boundary Commission ; or an REAA under AS 14.08.031 verified at Department of Education Alaska School Map.</p>	<input checked="" type="checkbox"/>	

4 Confirm neither the applicant agency nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving grant assistance from any State or federal department or agency. If an agency or its principals are excluded from receiving grant assistance, the proposal may not be considered.

Evaluation/Review Criteria	Review	Points
<p>a The applicant agency nor its principals are barred from receiving federal assistance as verified in the federal System for Awards Management at System for Award Management (SAM).</p>	<input checked="" type="checkbox"/>	

5 Electronically sign the State Grant Assurances form.

Evaluation/Review Criteria	Review	Points
<p>a State Grant Assurances form is signed by an individual authorized to enter into legal agreements on behalf of the applicant agency.</p>	<input checked="" type="checkbox"/>	

7 Confirm the following information is provided at the Agency Administration tab. These tasks must be completed by a Power User. If the information is found to be incomplete or not current, there may be delay in execution of any offered award.

Evaluation/Review Criteria	Review	Points
<p>a The General section contains a current governing board roster. The roster includes terms of each seat and contact information outside the applicant agency for one or more officers.</p>	<input checked="" type="checkbox"/>	

	<p>b The Other Funding section contains a record for each source of agency operating funds. The record includes funds applied for under this solicitation. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.</p>	<input checked="" type="checkbox"/>	
	<p>c The General section contains a State of Alaska business license number, verified at Alaska Business Licenses Search.</p>	<input checked="" type="checkbox"/>	
	<p>d All agency contact records are up to date, including Head of Agency, Primary Contact, and Head of Financial Operations.</p>	<input checked="" type="checkbox"/>	
	<p>e The applicant's agency record contains the Agency Fiscal Year Start Date.</p>	<input checked="" type="checkbox"/>	
	<p>f The applicant's agency GEMS record contains a current Federally Negotiated Indirect Cost Rate Agreement. If lapsed, the agreement is uploaded with written confirmation from the negotiating agency that the rate is valid until a new agreement is approved.</p>	<input checked="" type="checkbox"/>	

4.03 History of Compliance with Grant Requirements per 7 AAC 78.100(2)(B)

1 *Previous recipients of grant awards will confirm the following criteria pertaining to past performance and compliance are met. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200. All other applicants will mark Complete without confirming.*

Evaluation/Review Criteria	Review	Points
<p>a Fiscal, narrative, and data reporting in prior years has been complete and timely.</p>	<input checked="" type="checkbox"/>	
<p>b Required State and Federal Single Audits have been submitted, verified at Division of Finance, State Single Audit. Any prior year audit exceptions have been resolved, verified by the Finance and Management Services Audit Section contact identified at Finance and Management Services Audit Contact.</p>	<input checked="" type="checkbox"/>	
<p>c Activities in prior year(s) demonstrate effective delivery of services. The departmental review may include documentation such as performance reports, audit reports, grant records, site visits, etc.</p>	<input checked="" type="checkbox"/>	

	<p>d Agency historically maintains required standards. Verification may include, though is not limited to, quality assurance reviews, licensing, and certifications.</p>	<input checked="" type="checkbox"/>	
	<p>e If a site visit was conducted at the agency for any Department of Health Grant Programs within the past three years, please identify in the application response, the date of the visit and if there were findings. If there were findings, please identify what the findings were.</p>	<input checked="" type="checkbox"/>	

4.04 Questions and Criteria Related to Program Policy, Goals, Outcomes, and Activities

1 *Describe the proposed project in the text box below, identifying the ways in which it will achieve the program goals and anticipated outcomes stated in this RFP.*

Evaluation/Review Criteria	Review	Points
<p>a The description demonstrates a thorough understanding of program goals and outcomes and clearly identifies the ways in which they will be achieved.</p>	<input type="checkbox"/>	80

2 *Provide the timeline for the initiation of services and implementation of project activities in the upload field below.*

Evaluation/Review Criteria	Review	Points
<p>a The timeline proposed for initiation of services and project activities is compatible with program intent.</p>	<input type="checkbox"/>	60

3 *In the text box below, describe the ways in which the project aligns with program intent. The response will identify project resources, activities, and clearly state the project's anticipated goals, outputs, and outcomes. In the upload field below, provide the project's completed logic model.*

Evaluation/Review Criteria	Review	Points
<p>a The described activities are well developed, reasonable and supportive of program intent.</p>	<input type="checkbox"/>	80
<p>b The response identifies project resources, activities, and clearly states the project's anticipated goals, outputs, and outcomes.</p>	<input type="checkbox"/>	40
<p>c The response indicates which in-home service will be provided</p>	<input type="checkbox"/>	40

	d The response indicates which service delivery method will be used for each service	<input type="checkbox"/>	40
	e The applicant's logic model identifies project resources, activities, and projected outcomes that meet program intent.	<input type="checkbox"/>	60

4 *In the text box below, describe the project evaluation plan, including indicators and data gathering strategies that will be implemented to address the program's performance measures identified in Subsection 1.04.*

Evaluation/Review Criteria	Review	Points	
	a The proposed evaluation plan includes indicators and data gathering strategies aligned with the program performance measures identified in Subsection 1.04.	<input type="checkbox"/>	80

5 *In the text box below, describe the target population and service area(s) of the proposed project.*

Evaluation/Review Criteria	Review	Points	
	a The description clearly identifies the proposed target population and service area and meets the intent of the services solicited.	<input type="checkbox"/>	80

6 *Provide the proposed budget for the first year of the project. Include detail and supporting narrative as shown in the provided Grant Budget Preparation Guidelines (Documents tab). Confirm the following criteria are met.*

Evaluation/Review Criteria	Review	Points	
	a The budget narrative is complete and mutually consistent with the budget detail.	<input checked="" type="checkbox"/>	
	b Cost line items are allowable under 7 AAC 78.160 and are compliant with stated program requirements.	<input checked="" type="checkbox"/>	
	c Travel costs are consistent with 7 AAC 78.160(h) and (i), and with any program requirements or limitations identified in the solicitation.	<input checked="" type="checkbox"/>	
	d Equipment costs and subcontract costs are allowed by the program and consistent with 7 AAC 78.280.	<input checked="" type="checkbox"/>	

e	Indirect costs are fully compliant with rates and exemptions of the agency's current Federally Negotiated Indirect Cost Rate Agreement, uploaded in the General section of the Agency Administration tab.	<input checked="" type="checkbox"/>	
f	The budget supports the proposed project and program intent, and the project appears achievable with demonstrated resources.	<input type="checkbox"/>	40
g	Costs are reasonable and substantiated in the narrative.	<input type="checkbox"/>	20
h	The proposed budget narrative clearly describes any necessary allocation of resources among target populations or service areas.	<input type="checkbox"/>	20
i	Supplemental services budget is no more than 15% of the entire grant budget	<input type="checkbox"/>	10
j	Sliding fee scale and policy to evaluate recipient's income in determining co-pay for services uploaded	<input type="checkbox"/>	10
k	Proposed sources of Required Match are identified in the budget narrative as well as in the Matching Fund Source table located near the beginning of the application. All proposed sources of matching funds are eligible, and the level of match is met.	<input checked="" type="checkbox"/>	

7 Provide the Planned Services and Expenditures (PSE) form in the upload field below

Evaluation/Review Criteria		Review	Points
a	PSE is fully completed, reflects all the services described in the logic model and meets program intent.	<input type="checkbox"/>	60
b	Grant expenditures and total expenditures match grant and total expenditures on the budge	<input type="checkbox"/>	40
c	If in-home services are planned, service coordination is also planned.	<input type="checkbox"/>	40

8 In the upload field, upload a completed Outreach Plan form using the template provided.

Evaluation/Review Criteria		Review	Points
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	<p>a Applicant has uploaded a completed Outreach Plan using the templated provided. Plan meets program requirements.</p>	<input type="checkbox"/>	40
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4.05 Applicant Qualifications - Criteria Relating to Personnel, Management, and Facilities

1 *In the text box below, describe the agency's previous experience in providing services the same as, or similar to, those proposed. Clearly identify the time period over which services were provided and the population served. Provide the agency's Medicaid provider number or explanation of how a Medicaid provider number is not needed based on the services or service delivery method proposed. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.*

Evaluation/Review Criteria	Review	Points
<p>a The applicant's previous experience providing the same or similar services demonstrates the resources and capacity needed to provide the solicited program services. Note: the review by department staff will also include documentation such as prior year performance reports, audit reports, site visits, etc. as noted in Subsection 4.03.</p>	<input type="checkbox"/>	60
<p>b Agency has the financial strength and capacity to manage grants and verify that it has the capacity to implement funds if received.</p>	<input checked="" type="checkbox"/>	
<p>c Agency has provided their Medicaid provider number or explanation of how a Medicaid provider number is not needed based on the services or service delivery method proposed.</p>	<input checked="" type="checkbox"/>	

2 *In the text box below, describe the proposed project's program and administrative staffing needs. Scan the following documents as a single file and upload in the space provided below: 1) Position descriptions for key project positions 2) Resumes and professional credentials for position holders 3) Resumes of administrative staff providing supervision, fiscal, reporting, and management needs. This is part of the pre-award risk assessment required under Uniform Guidance 2 CFR 200.*

Evaluation/Review Criteria	Review	Points
<p>a Staff providing services are qualified and competent as demonstrated by the uploaded position descriptions, resumes, and professional credentials.</p>	<input type="checkbox"/>	120
<p>b Staffing levels are sufficient to support the requirements of the proposed project and compliant with all identified program mandates.</p>	<input type="checkbox"/>	80
<p>c Position descriptions support the intent of the RFP and the project proposed.</p>	<input type="checkbox"/>	60

d	Administrative staff are qualified as demonstrated by the resumes provided.	<input type="checkbox"/>	80
e	Administrative capacity demonstrates capability to meet management and reporting needs.	<input type="checkbox"/>	80
f	Agency has indicated in the narrative proposal what the overall agency staff turnover rate has been during the past two years.	<input type="checkbox"/>	40
g	Employee recruitment and retention plans are clearly described and demonstrate using effective strategies	<input type="checkbox"/>	100

3 *In the text box below, describe the procedures that will be used to protect client confidentiality.*

Evaluation/Review Criteria		Review	Points
a	The applicant's description identifies what physical, administrative, technical, and communication safeguards are used to protect client confidentiality compliant with State and Federal standards.	<input type="checkbox"/>	100

4 *In the text box below, describe the service delivery facilities and locations and the ways in which access to services will enhance project success.*

Evaluation/Review Criteria		Review	Points
a	The facilities described are safe and appropriate to the purpose of the program.	<input type="checkbox"/>	60
b	Access to the locations will enhance delivery of services to the targeted populations.	<input type="checkbox"/>	60

4.06 Demonstration of Support/Coordination of Service

1 *In the text box below, describe partnerships or collaborations necessary to the proposed project. In the upload field below, provide a single-file scan documenting existing partnerships and collaborations specific to the proposed project.*

Evaluation/Review Criteria		Review	Points
a	Partnerships and collaborations necessary for the effective delivery of services are well described. Evidence specific to the proposed project is provided.	<input type="checkbox"/>	60

2 *In the text box below, describe the in-place or planned coordination with the State or other providers for referrals necessary to project success. Identify the project staff involved as well as the responsible positions at the referring agencies.*

Evaluation/Review Criteria		Review	Points
a	The applicant's description demonstrates a clear understanding of the roles that must be performed by the applicant and by referring agencies for the effective delivery of services to the targeted population.	<input type="checkbox"/>	60